

# Index

## A

accepting tracked changes, 88–89

Actions tab, 66

Additional Actions feature, 67

addresses

envelope printing, 142–143

mailing lists, 218–219

adjusting margins, 122–123

Align Left button, 106

Align Right button, 106

alignment of text

Align Left, 106

Align Right, 106

Justify, 106

new lines, 16

spacing and, 17

Tab key, 16

table cells, 163

vertical, 126

All Programs menu, 4

Alt key, 8

antonyms in Thesaurus, 82–83

area charts, 168

arrow keys, insertion point, 18, 42

arrows for tabs, 112

arrows on buttons, 15

AutoComplete, 17

AutoCorrect dialog box, 66, 75

AutoCorrect feature, 74–75

AutoRecover File option, 29

AutoText entries, 77. **See also** Quick Parts

## B

Backspace key, deleting text, 45

Backstage view

buttons, 6

document information, 6

document title, 6

Exit button, 7

File tab, 6

new documents, 32–33

opening documents, 30–31

Options button, 66

Recent button, 7

recent documents, 7

returning to Word, 7

Save As, 24

saving documents and, 24

Send column, 7

backup copies, saving, 29

bar charts, 168

bar tab, 116

Behind Text text wrapping, 186

blank document, 4, 32–33

blank lines, 16, 46

blocks of text

deleting, 45

selecting, 48

blue squiggly lines, 81

Bold button, 96

bold text

applying, 96

searches, 73

Bookmark dialog box, 50

Bookmark feature

displaying bookmarks, 51

going to bookmark, 51

marking place, 50

naming bookmark, 50

Breaks button, 128

Breaks Gallery, 128

bubble charts, 169

built-in search engine, 36

bulleted lists, existing text, 110

buttons

Align Left, 106

Align Right, 106

arrows on, 15

Backstage view, 6

Bold, 96

Breaks, 128

Cell Margins, 158

Change Case, 97

Chart, 166

Clear Formatting, 101

Copy, 52

Decrease Indent, 114

Envelopes, 142

Exit, 7

Find, 70

Font Color, 98

Footer, 132

Format Painter, 100

Formula, 162

Header, 134

Help, 20

hide/display, 196

Increase Indent, 114

Insert Above, 152

Italic, 96

Justify, 106

Keep Source Formatting, 58

Line Spacing, 107

list box arrows, 15

macro recording status, 5  
More, 14  
New Folder, 25  
Number, 110  
Office, 6  
Orientation, 127  
Page Break, 124  
Page Number, 130  
Paste, 52  
Paste Options, 55  
Picture, 174  
Print, 138  
Print Layout, 131  
proofing errors, 5  
pushpin, 21  
QAT, 5, 209–211  
Recent, 7, 31  
Replace, 72  
Ribbon, hide/display, 196–197  
Ribbon groups, 203  
Ruler, 113  
ScreenTips, 10  
Share, 7  
Show/Hide, 112  
Split Table, 161  
Table, 148  
taskbar, removing, 35  
Track Changes, 86  
Underline, 96  
Undo, 47  
Use Destination Styles, 59

## C

capitalization of text, 97  
case of text, 97  
categories of Help system, 20  
Cell Margins button, 158  
cells in tables  
    combining, 160  
    description, 149  
    margins, 158  
    space between, 159  
    text alignment, 163  
center tab, 116  
centering text, 106, 126  
Change Case button, 97  
chapters, headers/footers, 134–135  
character-by-character movement of insertion point, 18  
Chart button, 166  
charts  
    adding, 166  
    area, 168  
    bar, 168

    bubble, 169  
    column, 168  
    doughnut, 169  
    line, 168  
    pie, 168  
    radar, 169  
    stock, 169  
    surface, 169  
    XY, 169  
Clear Formatting button, 101  
clip art, 178–179  
Clip Art Pane, 178  
Clipboard, 56–57  
closing documents, 37  
color  
    highlights, 99  
    shapes, 181  
    text, 98  
column charts, 168  
columns in tables  
    adding, 154  
    deleting, 155  
    width, 151  
Combine Documents dialog box, 90–91  
combining table cells, 160  
commands  
    Font group, 11  
    keyboard selection, 8–9  
    mouse, 10  
    options, 9  
    Paragraph group, 11  
    previewing, 14  
    Redo, 10  
    Ribbon, 4, 10, 14  
    Save, 10  
    Save As, 24  
    tabs, 9  
    Undo, 10  
comments in documents  
    adding, 84–85  
    combining, 90–91  
Compatibility Mode indicator, 39  
context menus  
    Font group, 12  
    formatting text, 12  
    Paragraph group, 12  
    transparency, 12  
Convert option, 38  
converting documents to Word 2010, 38–39  
Copy button, 52  
copying text  
    between documents, 54–55  
    drag and drop, 53

# Index

- copying text
  - formatting, 100
  - menus, 53
  - Paste Options, 58–59
  - Ribbon buttons, 52
  - several selections, 56–57
- correcting mistakes automatically, 74–75
- Create New Building Block dialog box, 77
- Customize Keyboard dialog box, 65
- Customize Status Bar menu, 195
  
- D**
- dashes as leader characters, 118
- decimal tab, 116
- Decrease Indent button, 114
- decreasing text size, 95
- Delete key, 44
- deleting text
  - Backspace key, 45
  - blocks of text, 45
  - Delete key, 44
  - Overtype mode, 42–43
- delivery address for envelopes, 142
- desktop, screenshot, 177
- Desktop Search, 36
- Developer tab, 205
- diagrams
  - adding, 188–189
  - shapes, 190
  - styles, 191
  - text, 189
- Dialog Box launcher, 5, 13
- dialog boxes
  - AutoCorrect, 66, 75
  - Bookmark, 50
  - Combine Documents, 90–91
  - Create New Building Block, 77
  - Customize Keyboard, 65
  - Envelopes and Labels, 142–143, 222–223
  - Find and Replace, 51, 71, 72–73
  - Formula, 162
  - Insert Address Block, 218
  - Insert Picture, 174–175
  - introduction, 13
  - Label Options, 145, 224–225
  - Merge to New Document, 221
  - Modify Location, 29
  - Modify Style, 102–103
  - Open, 27, 31
  - options, 8
  - Page Setup, 123
  - Paragraph, 13, 108
  - Rename, 202
  - Save As, 25
  - Select Data Source, 217
  - SmartArt Graphic, 188
- Symbol, 64–65
- Table Options, 158
- Word Options, 29, 66, 74–75
- Zoom, 62–63
- dictionary for Spelling and Grammar, 79
- DOC files, e-mailing, 214
- document area, 5
- document views, switching, 60
- document window, repositioning, 5
- documents
  - blank, 4
  - closing, 37
  - comments, 84–85
  - convert to Word 2010, 38–39
  - default font, 102–103
  - double-clicking icon, 4
  - e-mailing, 214–215
  - information in Backstage view, 6
  - keywords, 36
  - location for saving, 25
  - moving in, 18–19
  - moving to beginning/end, 19
  - naming, 25
  - navigating, 18–19
  - new, 32–33
  - notes, 84–85
  - open at same time, 37
  - opening, 30–31
  - opening, Backstage view, 30–31
  - opening those closed without saving, 27
  - previewing before printing, 138–139
  - properties, 36
  - recent, 7
  - reviewing tracked changes, 88–89
  - saving, 24–25, 27, 29
  - saving to Word 97–2003 format, 28
  - selecting all text, 49
  - sharing text, 54–55
  - switch between, 34–35
  - templates, 32
  - title in Backstage view, 6
  - title in Title bar, 5
  - toggling to Ribbon, 9
  - tracking changes, 86–87
  - unsaved, reopening, 26–27
- dot leaders, 118
- doughnut charts, 169
- draft versions of documents, recovering, 26–27
- Draft view, 60, 61
- dragging and dropping text, 53
- Draw Text Box, 183
- Drawing Tools, 173, 181
- drawings, WordArt
  - deleting, 173
  - editing, 173

## E

e-mailing documents, 214–215  
emphasizing text, 96, 98  
Enter key, 16  
entering text, 16–17, 111  
envelopes  
    delivery address, 142  
    inside address, 142  
    mass mailings, 222–223, 224–229  
    printing, 142–143  
    return address, 143  
Envelopes and Labels dialog box, 142–143, 222–223  
Envelopes button, 142  
Esc key, undoing actions, 9  
Even page section breaks, 129  
Excel 2010, charts in Word, 166  
Exit button, Backstage view, 7

## F

FAX cover sheet template, 33  
file name extensions, 25  
File tab  
    Backstage view, 6  
files  
    location for saving, 29  
    read-only, 27  
    XML-based format, 24  
Find and Replace dialog box, 51, 71, 72–73  
Find and Replace window, 70–71, 72–73  
Find button, 70  
folders  
    creating, 25  
    location for saving, 29  
Font Color button, 98  
Font group (Home tab), commands, 11  
fonts  
    changing, 94  
    default, 102–103  
    listing, 94  
    proportional, 17  
    sans serif, 94  
    searches, 73  
    serif, 94  
    Styles gallery, 14  
Footer button, 132  
Footer Gallery, 132  
footers  
    different within document, 134–135  
    inserting, 132–133  
    odd/even pages, 135  
Format Painter button, 100  
formatting marks, displaying, 112, 194  
formatting tables, 164–165

## formatting text

context menus, 12  
copying formatting, 100  
footers, 133  
headers, 133  
paragraph formatting, 14  
removing formatting, 101

forms templates, 33

Formula button, 162

Formula dialog box, 162

formulas in tables, 162

frequently used text, 76–77

Full Screen Reading view, 60, 61, 84–85

## G

### galleries

applying choices, 14  
Breaks Gallery, 128  
closing, 14  
Footer Gallery, 132  
Header gallery, 132  
Margins Gallery, 122  
More button, 14  
opening, 14  
previewing choices, 14  
Quick Part, 77  
Quick Styles Gallery, 191  
Screenshot Gallery, 177  
Shapes Gallery, 180–181  
Table Style gallery, 164  
Text Box Gallery, 182–183  
WordArt, 172–173

Go To option, 51

Grammar checker. **See** Spelling and Grammar Checker  
grammar corrections as you work, 79

### graphics

adding pictures, 174–175  
clip art, 178–179  
handles, 185  
moving, 184  
resizing, 185  
shapes, 180–181  
text wrapping and, 186, 187  
WordArt, 172–173

green squiggly lines, 81

greeting for mailing lists, 219

groups, Ribbon, 198, 200–203

## H

handles on graphics, 185

hanging indents, 114

Header & Footer tools, 132

# Index

- Header button, 134  
Header gallery, 132  
headers  
    different within document, 134–135  
    inserting, 132–133  
    odd/even pages, 135  
Help button, 20  
Help system  
    categories, 20  
    searches, 20  
    topics, 21  
hidden text, 112  
highlighting text, 48, 99  
Home tab  
    Font group, 11  
    Paragraph group, 11  
horizontal ruler, 113  
hyphens, optional, 112
- I**  
ignoring spelling and grammar suggestions, 79  
In Front of Text text wrapping, 186  
In Line with Text text wrapping, 186  
Increase Indent button, 114  
increasing text size, 95  
indents  
    default, 103  
    hanging indents, 114  
    paragraphs, 114–115  
Information Panel, 36  
Insert Above button, 152  
Insert Address Block dialog box, 218  
Insert Chart window, 166  
Insert key, 43  
Insert mode, 43  
Insert Picture dialog box, 174–175  
inserting  
    blank lines, 46  
    line breaks, 46  
    page breaks, 124–125  
    section breaks, 127  
    text  
        frequently used phrases, 76–77  
        Overtype mode, 42–43  
        replacing, 43  
        symbols, 64–65  
insertion point, 16  
    arrow keys, 18, 42  
    to beginning/end of document, 19  
    character-by-character movement, 18  
    document area, 5  
    inserting text, 42  
    move one screen, 19
- moving in documents, 18–19  
status bar, 5  
inside address on envelopes, 142  
Italic button, 96  
italic text  
    applying, 96  
searches, 73
- J**  
justified alignment, 106  
Justify button, 106
- K**  
Keep Source Formatting button, 58  
keyboard  
    Alt key, 8  
    Backspace key, 45  
    command selection, 8–9  
    Delete key, 44  
    Enter key, 16  
    Insert key, 43  
    page breaks, 125  
    Tab key, 16, 17  
    text selection, 49  
    toggling between document and Ribbon, 9  
keyboard shortcuts, symbol insertion, 65  
keywords, 36
- L**  
Label Options dialog box, 145, 224–225  
label printing, 144–145  
labels for mass mailing, 224–229  
landscape orientation, 127  
launching dialog boxes, 5  
leader characters (tabs), 118  
left alignment, 106  
left tab, 116  
letters for mass mailing  
    address book, 218–219  
    envelopes, 222–223  
    greeting, 219  
    labels, 224–229  
    mail merge setup, 216  
    preview, 220  
    recipients, 216–218  
limiting searches, 71  
line breaks, 46  
line charts, 168  
line spacing  
    between paragraphs, 108–109  
    in paragraphs, 107  
Line Spacing button, 107

lines, blank, 46  
lines of text, new, 16  
list box arrows on buttons, 15  
lists

bulleted, 110–111  
multilevel, 110  
numbered, 110–111  
as you type, 111

#### Live Preview

tables, 165  
watch, 15

location for file saving, 29

lowercase text, 97

## M

macro recording status button, 5

magnifying, Zoom slider, 138

#### mail merge

address book, 218–219  
envelopes, 222–223  
greeting, 219  
labels, 224–229  
preview, 220  
recipients, 216–218  
setup, 216

Mail Merge Recipients window, 218

mailing lists, 217

Manage Versions option, 26

#### margins

adjustments, 122–123  
alignment and, 106  
print preview, 138–139  
table cells, 158

Margins Gallery, 122

mark your place, 50–51

#### mass mailings

address book, 218–219  
envelopes, 222–223  
greeting, 219  
labels, 224–229  
mail merge setup, 216  
preview, 220  
recipients, 216–218

measurement conversion, 67

#### menus

All Programs, 106  
context menus, 12  
copying text, 53  
moving text, 53

Merge to New Document dialog box, 221

Microsoft Works, saving as, 28

#### Mini toolbar, 11

context menu, 12  
emphasized text, 96

mouse, 11  
selecting text, 49  
transparency, 11  
minimizing Ribbon, 197  
Modify Location dialog box, 29  
Modify Style dialog box, 102–103  
More button, 14

#### mouse

command selection, 10  
margin adjustments, 123  
Mini toolbar, 11  
page breaks, 124  
previewing command effects, 15  
Quick Parts, 77  
row height in tables, 151  
selecting text blocks, 48  
tables, 148  
zooming, 63

moving in documents, 18–19

moving tables, 156

#### moving text

between documents, 54–55  
drag and drop, 53  
menus, 53  
Ribbon buttons, 52  
several selections, 56–57

multilevel lists, 110

## N

naming bookmark, 50  
naming documents, 25  
navigating documents, 18–19  
Navigation pane, searches, 70–71  
new documents, 32–33, 102–103  
New Folder button, 25  
new lines of text, 16  
New option, 32–33  
new pages, page breaks, 124–125  
Normal template, 33  
notes in documents, 84–85  
Number button, 110  
numbered lists, existing text, 110  
numbering pages, 130

## O

Odd page section breaks, 129  
Office button, 6  
Office Clipboard, displaying, 56–57  
Open dialog box, 27, 31  
open documents at once, number of, 37  
opening documents  
Backstage view, 30–31  
closed without saving, 27  
File tab, 30

# Index

opening documents  
unsaved, 26–27  
versions of Word, 25

opening Word, 4  
optional hyphens, 112  
options, selecting, 9  
organization charts, 188  
orientation, 127  
Orientation button, 127  
Outline view, 60, 61  
Outlook, Contacts, adding, 67  
Overtype mode, 42–43

## P

Page Break button, 124  
page breaks  
deleting, 125  
inserting, 124–125

Page Layout tab, margin adjustment, 122  
Page Number button, 130  
page numbers, 130  
page orientation, 127  
Page Setup dialog box, margins, 123  
Page width, Zoom feature, 63  
panels  
Information panel, 36

paper sizes, printing, 140–141  
Paragraph dialog box, 13, 108  
paragraph formatting, Styles gallery, 14  
Paragraph group (Home tab), commands, 11  
paragraph mark, 46, 112  
paragraphs  
indenting, 114–115  
line spacing between, 108  
line spacing within, 107  
new, 46

Paste button, 52  
Paste Options button, 55, 58–59  
pasting text, 52, 55  
PDF files, e-mailing, 214  
phrases, frequently used, 76–77  
Picture button, 174  
Picture Tools  
clip art, 179  
pictures, 175

pictures  
adding, 174–175  
clip art, 178–179  
deleting, 175  
screenshots, 176–177  
pie charts, 168  
portrait orientation, 127  
predefined groups on Ribbon, 198–199

previewing commands, 14, 15  
previewing documents before printing, 138–139  
Print button, 138  
Print Layout buttons, 131  
Print Layout view, 60, 61  
printers, selecting, 139  
printing  
envelopes, 142–143  
labels, 144–145  
noncontiguous pages, 139  
options, 139  
paper sizes, 140–141  
previewing, 138–139  
revisions, 87  
section breaks and, 129  
selected text, 138  
settings, 139  
process diagrams, 188  
proofing errors button, 5  
Proofing options, 66  
properties, documents, 36  
proportional fonts, 17  
pushpin button, 21

## Q

Quick Access Toolbar (QAT)  
buttons, 5  
adding, 209  
reordering, 211  
keyboard command selection, 8–9  
mouse and, 10  
placement, 208  
saving documents, 24  
shortcut numbers, 8  
Word window, 5  
Quick Parts, 76–77  
Quick Styles Gallery, 191

## R

radar charts, 169  
read-only files, draft versions, 27  
Recent button, 7, 31  
recording macros  
status button, 5  
Recover Draft Versions option, 26  
red squiggly lines, 81  
Redo command, 10  
rejecting tracked changes, 88–89  
removing text formatting, 101  
Rename dialog box, 202  
Replace button, 72  
replacing text, 43  
repositioning document window, 5

Research task pane, 82–83  
resizing graphics, 185  
resizing tables, 157  
return address on envelopes, 143  
Review tab, 78  
reviewing documents  
    combining comments, 90–91  
    reviewing tracked changes, 88–89  
    tracking changes, 86–87  
Reviewing Pane, 88–89  
revisions, printing, 87  
Ribbon  
    commands, 10, 14  
    copying text, 52  
    Developer tab, 205  
    Drawing Tools, 173  
    font changes, 94  
    group buttons, 203  
    group creation, 200–203  
    groups, 5  
    groups, adding buttons, 199  
    groups, predefined, 198  
    Header & Footer tools, 132  
    hide/display buttons, 196–197  
    introduction, 4  
    keyboard command selection, 8–9  
    minimizing, 197  
    moving text, 52  
    Picture Tools, 175  
    shortcut letters/numbers, 8  
    SmartArt Tools, 189  
    tab creation, 204–207  
    tab repositioning, 205  
    Table Tools, 149  
    tabs, 10, 198–199  
    text size, 95  
    toggling to document, 9  
    Word window, 5  
right alignment, 106  
right tab, 116  
rows in tables  
    adding, 152  
    deleting, 153  
    height, 150  
ruler, hide/display, 113  
Ruler button, 113

**S**  
sans serif fonts, 94  
Save As command, 24  
Save As dialog box, 25, 28  
Save command, 10  
saving, backup copies, 29

saving documents  
    Backstage view, 24  
    File tab, 24  
    folder location, 29  
    options, 27  
    to Word 97–2003 format, 28  
scheduling, 67  
screen, moving to next, 19  
Screenshot Gallery, 177  
screenshots, 176–177  
ScreenTips, buttons, 10  
scroll bars, 5  
search engine, built-in, 36  
searches  
    bold text, 73  
    Desktop Search, 36  
    Find and Replace window, 70–71  
    fonts, 73  
    Help system, 20  
    highlighting occurrences, 71  
    italic text, 73  
    limiting, 71  
    Navigation Pane, 70  
    one occurrence at a time, 71  
    special characters, 73  
    text, 70–71  
section breaks, inserting, 128–129  
Select Data Source dialog box, 217  
selected text, printing, 138  
selecting text  
    blocks, 48  
    entire document, 49  
    keyboard, 49  
    noncontiguous, 49  
    sentences, 49  
    words, 48  
Send column, 7  
Send Using E-mail option, 214  
sentence case text, 97  
sentences, selecting, 49  
serif fonts, 94  
Server drafts location, 29  
shapes, 180–181, 190  
Shapes Gallery, 180–181  
Share button, 7  
sharing text, between documents, 54–55  
shortcut letters/numbers, Ribbon, 8  
Show/Hide button, 112  
sizing text, 95  
smart tags. **See** Additional Actions feature  
SmartArt, 188–189  
SmartArt Graphic dialog box, 188

# Index

- SmartArt Tools, 189  
space marks, 112  
spacing  
    line spacing, 107, 108  
    Tab key, 16, 17  
    table cells, 159  
special characters, searches, 73  
Spelling & Grammar option, 78  
Spelling and Grammar Checker, 78–79, 80–81  
spelling corrections as you work, 79  
Split Table button, 161  
splitting tables, 161  
Square text wrapping, 186  
starting new documents, 32–33  
status bar  
    customizing, 195  
    document information, 5  
    insertion point location, 5  
stock charts, 169  
strikethrough text, track changes and, 86  
Styles gallery  
    paragraph formatting, 14  
    Subtitle style, 14  
substituting text, 72–73  
Subtitle style, 14  
suggestions on typing, 17  
surface charts, 169  
switch between documents, 34–35  
Switch Windows option, 34  
switching document views, 60  
Symbol dialog box, 64–65  
symbols, 64–65  
synonyms in Thesaurus, 82–83
- T**
- Tab key, 16, 17  
Table button, 148  
Table Options dialog box, 158  
Table Style gallery, 164  
Table Tools, 149  
tables  
    cell margins, 158  
    cell text alignment, 163  
    cells, 149  
        combining, 160  
        space between, 159  
    column width, 151  
    columns, adding/deleting, 154–155  
    creating, 148–149  
    deleting, 149  
    formatting, 164–165  
    formulas, 162  
    Live Preview, 165  
    mouse, 148  
    moving, 156  
    resizing, 157  
    row height, 150  
    rows, adding/deleting, 149, 152, 153  
    splitting, 161
- tabs
- Bar tab, 116  
    Center tab, 116  
    commands, 9  
    Decimal tab, 116  
    deleting, 117  
    leader characters, 118  
    Left tab, 116  
    moving, 117  
    Ribbon, 10  
    Right tab, 116  
    setting, 116–119  
    using, 117
- taskbar
- buttons, removing, 35  
    switch between documents, 34–35
- templates
- description, 33  
    documents, 32  
    Normal, 33
- text
- alignment, 16, 106, 126  
    blank lines, 16  
    bold, 96  
    bulleted lists, 110–111  
    case, 97  
    centering, 106  
    color, 98  
    copying, 52–53  
    copying several selections, 56–57  
    deleting, 44–45  
    diagrams, 189  
    emphasizing, 96, 98  
    entering, 16  
    entering automatically, 17  
    footers, 133  
    formatting, copying/removing, 100, 101  
    frequently used, inserting, 76–77  
    headers, 133  
    hidden, 112  
    highlighting, 99  
    inserting, 42–43  
    italic, 96  
    moving, 52–53  
    moving several selections, 56–57  
    new lines, 16  
    numbered lists, 110–111

Paste Options, 58–59  
pasting, 52  
printing selected, 138  
Quick Parts, 76–77  
replacing, 43  
searches, 70–71  
selecting, 48–49  
sharing between documents, 54–55  
size, 95  
spacing, 16  
substituting, 72–73  
table cell alignment, 163  
underline, 96  
WordArt, 172–173  
wrapping around graphics, 187

**text blocks**  
deleting, 45  
selecting, 48

**Text Box Gallery**, 182–183  
text boxes, adding, 182–183

**Text pane**, SmartArt, 189

**Text width**, Zoom feature, 63

**text wrapping**, graphics and, 186

**Thesaurus**, 82–83

**Through text wrapping**, 186

**Tight text wrapping**, 186

**Title bar**, Word window, 5

**toggling**  
between document and Ribbon, 9  
between documents, 34–35

**toolbars**, Mini toolbar, 11

**Top and Bottom text wrapping**, 186

**Track Changes button**, 86

**tracking changes in documents**, 86–87, 88–89

**transparency**  
context menus, 12  
Mini toolbar, 11

**typeface**, changing, 94

**typing text**, 16, 17

## U

**Underline button**, 96  
**underlined text**, applying, 96  
**underscore as leader characters**, 118  
**Undo button**, 47  
**Undo command**, 10, 45  
**Undo feature**, 47  
**undoing actions**, Esc key, 9  
**unsaved documents**, reopening, 26–27  
**uppercase text**, 97  
**Use Destination Styles button**, 59

**V**  
**vertical alignment**, 126  
**vertical ruler**, 113  
**View tab**, 60  
**views**  
Backstage view, 6–7  
document views, switching, 60  
Draft view, 60, 61  
Full Screen Reading view, 60, 61  
Outline view, 60, 61  
Print Layout view, 60, 61  
Web Layout view, 60, 61

**W**  
**Web Layout view**, 60, 61

**windows**  
document, repositioning, 5  
Find and Replace, 70–71, 72–73  
Insert Chart, 166  
Mail Merge Recipients, 218  
Switch Windows option, 33  
Word, 5  
Word Help, 20

**Word**  
Excel 2010 charts, 166  
exiting, 7  
opening, 4  
versions, 25

**Word 2003**, saving files, 25

**Word 2010**, converting documents to, 38–39

**Word 97–2003**, saving to, 28

**word-by-word movement of insertion point**, 18

**Word Help window**, 20  
leaving open, 21  
task bar, 21

**Word Options dialog box**  
AutoCorrect, 66, 74–75  
file location, 29  
formatting marks, 194

**Word window**  
dialog box launcher, 5  
document area, 5  
exploring, 5  
Quick Access Toolbar (QAT), 5  
Ribbon, 5  
scroll bar, 5  
Status Bar, 5  
Title bar, 5

**WordArt**  
adding, 172–173  
deleting drawings, 173  
Drawing Tools, 173  
editing drawings, 173

# Index

WordArt Gallery, 172–173

words, selecting, 48

wrapping text, 186–187

    behind text, 186

    in front of text, 186

    in line with text, 186

    square, 186

    through, 186

    tight, 186

    top and bottom, 186

## X

XML-based file format, 24

    converting document from prior versions, 38–39

XPS files, e-mailing, 214

XY charts, 169

## Z

Zoom dialog box, 62–63

Zoom feature, 62–63

Zoom slider, 5, 138

